



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
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DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

## Informational Letter No. 702

April 17, 2008

**To:** All Iowa Medicaid Providers

**From:** The Iowa Department of Human Services, Iowa Medicaid Enterprise

**RE:** Annual Provider Training for 2008

The Iowa Medicaid Enterprise (IME) would like to invite all Iowa Medicaid providers to the Annual Provider Training for 2008. The IME is excited to announce that major revisions have been made to our training approach and supporting materials. This year, we will offer four sessions of 'Medicaid 101' and three sessions of 'Focused Training' at each training location.

**Medicaid 101** is an overview of our program intended for providers who are new to Medicaid or are struggling with basic billing issues. It is not provider-category –specific as it has been in the past, so providers can choose to attend the session that best fits their schedule. These sessions will take place in the mornings and will cover the following topics:

- General Medicaid Policies
- Billing information
- Claims troubleshooting
- Recent and upcoming issues affecting providers
- General questions and answers

**Focused Trainings** are four timely subjects that may be of interest to certain providers. These sessions are held in the afternoon and consist of the following topics (the attached schedule lists the day/location each topic is covered):

- *PC Ace Pro 32*: free IME-supported electronic billing software
- *Documentation Standards*: a review of IAC Chapter 79
- *Billing of OB Services*: review of policies surrounding the billing OB services
- *Home Health/ Private Duty Nursing*: a review of IME policies related to Home Health issues.

Also new this year, Outreach staff will be able to research specific claim issues online during and after each session. Providers are encouraged to bring examples that need to be researched. The Outreach staff will attempt to process all research requests during the training session.

Additional reference materials are updated and available beginning in May of 2008 from <http://www.ime.state.ia.us/Providers/TrainingSchedule.html>. Providers are encouraged to bring any of these materials to the session with them for any questions they have, but it is not necessary.

Listed on the following pages are the dates, times, and locations of the Annual Training 2008 sessions. All providers are welcome to attend both morning and afternoon sessions. Please complete the Registration Form and then either fax, e-mail or mail the form to the attention of Provider Services. There is no charge for attending these training sessions. Please plan on attending your selected meeting location and time. You will only be contacted if we are unable to accommodate your request.

### **Daily Schedule**

Ottumwa, Cedar Rapids, Des Moines, and Council Bluffs

<b>Day</b>	<b>9 am – 12pm</b>	<b>2pm – 4 pm</b>
Tuesday	Medicaid 101	PC Ace Pro 32
Wednesday	Medicaid 101	Documentation Standards
Thursday	Medicaid 101	Billing of OB Services
Friday	Medicaid 101	No Training

### **Daily Schedule**

Bettendorf, Waterloo, Fort Dodge, and Sioux City

<b>Day</b>	<b>9 am – 12pm</b>	<b>2pm – 4 pm</b>
Tuesday	Medicaid 101	PC Ace Pro 32
Wednesday	Medicaid 101	Documentation Standards
Thursday	Medicaid 101	Home Health/ Private Duty Nursing
Friday	Medicaid 101	No Training

### **Training Schedule**

<b>Dates</b>	<b>City</b>	<b>Location</b>	<b>Additional Info</b>
5/13-5/16	Des Moines	Wallace Building Auditorium	502 East 9 <sup>th</sup> St. Parking garage to the west
5/20-5/23	Cedar Rapids	Mt. Mercy College	Betty Cherry Room
5/27-5/30	Fort Dodge	Iowa Central Community College	Career Education Bldg Rooms 108-110
6/10-6/13	Sioux City	Western Iowa Tech Community College	Parking lot 4, Entrance 14, Room D103
6/24-6/27	Bettendorf	Scott Community College Belmont Road campus	Student Life Center, Room 2300 Use door 5 or 6
7/8-7/11	Council Bluffs	Iowa Western Community College	Looft Hall Auditorium
7/22-7/25	Waterloo	Hawkeye Community College	Tama Hall, room 107A
8/5-8/8	Ottumwa	Indian Hills Community College	Bennett Hall, room 100

# Iowa Medicaid Enterprise

## 2008 Annual Provider Training Registration Form

Provider Name: \_\_\_\_\_

Provider Number: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

<u>Date</u>	<u>Location</u>	<u>Name of Session</u>	<u>Time</u>	<u>Number of Attendees</u>

**Please plan on attending your selections; we will only contact you  
if we are not able to accommodate your request.**

Please return this registration form to:

Iowa Medicaid Enterprise  
Attn: Provider Services  
PO Box 36450  
Des Moines, IA 50315

- or -

515-725-1155 (Fax)

- or -

[imeproviderservices@dhs.state.ia.us](mailto:imeproviderservices@dhs.state.ia.us)

For questions please contact Provider Services:  
800-338-7909 or 515-725-1004 local to Des Moines